

Message Text

UNCLASSIFIED

PAGE 01 GENEVA 03495 111901Z

71

ACTION IO-14

INFO OCT-01 ADP-00 OIC-04 CU-04 SY-10 OC-06 CCO-00 PER-05

ACDA-19 RSC-01 RSR-01 /065 W
----- 054794

R 111430Z JUL 73

FM USMISSION GENEVA

TO SECSTATE WASHDC 354

INFO AMCONSUL FARNKURT

UNCLAS GENEVA 3495

STATE FOR NIELSON IO/EX; JACKSON OIC; FRANKFURT FOR RSO

E.O.11652 NA

TAGS OCON

SUBJ ADMINISTRATIVE SUPPORT REQUIREMENTS, CSCE

REF RATHNER TELECON 7/6/73

THE FOLLOWING REQUIREMENTS ARE BASED ON THESE ASSUMPTIONS:

CSCE WILL MEET IN GENEVA BEGINNING SEPTEMBER 16 FOR A PERIOD OF APPROXIMATELY SIX MONTHS. THE DELEGATION WILL CONSIST OF NINE OFFICERS, PLUS STAFF SUPPORT.

SPACE

ADEQUATE OFFICE SPACE FOR US DELEGATION TO CSCE AVAILABLE IN INTERNATIONAL CONFERENCE CENTER, WHERE MISSION HAS LEASED OFFICE AND CONFERENCE SPACE THROUGH NOVEMBER 15, 1973. LAYOUT OF THAT SPACE AVAILABLE IN OIC. MISSION WILL ENDEAVOR, IF AUTHORIZED, EXTEND LEASE FOR WHATEVER ADDITIONAL PERIOD REQUIRED BY DELEGATION. THIS AUTHORIZATION SHOULD BE RECEIVED SOONEST.

SPACE INCLUDES A CONFERENCE ROOM CAPABLE OF ACCOMMODATING APPROXIMATELY 35 PARTICIPANTS.

COMMUNICATIONS: AN OFF-PREMISE MISSION EXTENSION WILL BE PROVIDED. THIS WILL PERMIT MEMBERS TO PLACE AND RECEIVE CALLS FROM WASHINGTON VIA MEANS OF LONDON TOLL. TRAFFIC ON LONDON TOLL SO HEAVY HOWEVER THAT BUDGET SHOULD INCLUDE AN ITEM FOR COMMERCIAL CALLS. EACH OFFICE EQUIPPED WITH TELEPHONE LINKED TO CENTER'S SWITCHBOARD.

UNCLASSIFIED

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PAGE 02 GENEVA 03495 111901Z

TRANSPORTATION:

CENTER LOCATED APPROXIMATELY FIVE MINUTES BY CAR FROM MISSION OR 25 MINUTES ON FOOT. SOME KIND OF SHUTTLE SERVICE SHOULD BE PROVIDED BETWEEN TWO SITES FOR DELIVERY OF CLASSIFIED AND OTHER MATERIAL AND FOR GENERAL USE BY DELEGATION. MISSION MOTOR POOL UNABLE PROVIDE THIS SERVICE ON REGULAR, CONTINUING BASIS. HERTZ CAR CAN BE RENTED FOR \$700 PER MONTH (AT SF 2.73 TO \$1.00 US.)

SUPPORT PERSONNEL

ONE MISSION CONFERENCE SECRETARY WILL BE ASSIGNED FULLTIME TO CONFERENCE. WILL ADVISE SEPARATELY RE ABILITY TO LOCAL HIRE OR OTHER POSSIBILITIES.
TWO C&R ASSISTANTS REQUIRED, ONE TO HANDLE COURIER AND POUCH DUTY AND THE SECOND TO ASSIST IN COMMUNICATIONS.
FIVE TDY MARINES REQUIRED TO PROVIDE 24-HOUR COVERAGE.

EQUIPMENT

OFFICES FULLY FURNISHED. MISSION ABLE PROVIDE TYPEWRITERS AND SAFES AND MISCELLANEOUS ITEMS AS REQUIRED. RECOMMEND RENTAL OF 660 XEROX FOR EXCLUSIVE USE OF DELEGATION. COST: \$100 PER MONTH. PAPER FOR XEROX AND MISCELLANEOUS OFFICE SUPPLIES ESTIMATED TO BE \$1,000.

SECURITY

FIVE TDY MARINES REQUIRED TO GIVE 24-HOUR COVERAGE. HOSLER SAFE STORAGE CONTAINERS WILL BE MADE AVAILABLE. IF CLASSIFIED CONFERENCE ROOM NEEDED, DELEGATION WILL HAVE TO USE MISSION FACILITY WHICH ACCOMMODATES APPROXIMATELY 12 PERSONS.

HOTELS

URGE DEPARTMENT ADVISE TYPE OF HOTEL ACCOMMODATIONS NEEDED FOR DELEGATION. HOTELS ALREADY BLOCKING OUT SPACE THIS PERIOD FOR OTHER DELEGATIONS--ESSENTIAL WE MAKE RESERVATIONS EARLIEST DATE POSSIBLE.

REPRESENTATION

AS REQUIRED.BASSIN

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NNN

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